

OTCnet Connect

A publication of the Bureau of the Fiscal Service Over the Counter Revenue Collection Division

What is New in 2015?

We are delighted to announce the scheduled March 28, 2015 release of OTCnet Release 2.0! This release provides new features, including a new function for agencies to report multiple Classification Keys (C-Keys) at the item and batch levels under the Check Capture component, changes to the CIRA CSV Report, and a new Check Capture Adjustment, Correction, and Rescission (ACR) Report.

Questions and Answers about the CIRA CSV Report Changes:

What changes are being made to CIRA Query and the CIRA CSV Report?

The search criteria for the CIRA Query will include four new ACR parameters: ACR Type, ACR Reason Code, ACR Voucher Number, and ACR Settlement Date.

The CIRA CSV Report will include the following information: ACR Type, ACR Reason Code, ACR ALC, ACR ALC+2, ACR Voucher Date, ACR Voucher Number, ACR Settlement Date, ACR Credit Indicator, ACR Amount, and Legal Transaction Amount. Additionally, a *Sensitive But Unclassified* Header and Footer will be added to the file.

How do these changes impact the CIRA CSV Report?

The CIRA CSV Report will now include additional columns. This format change will impact your agency's ability to use the CIRA CSV file to feed OTCnet data into a secondary system.

What actions do I need to take?

Agencies that use the CIRA CSV file to feed OTCnet data into a secondary system need to

adjust their file to account for the new columns in the CIRA CSV Report. If agencies do not take action, they will not be able to continue to use the CIRA CSV file to feed OTCnet data into a secondary system after Release 2.0 becomes available.

Agencies also need to take additional precautions when handling the CIRA CSV Report, such as safeguarding reports generated, avoiding transferring reports, and encrypting the data before transferring it electronically.

Can I test my file after I adjust it?

After you adjust your file to account for the additional columns, the OTCnet Team recommends that you test the adjustments. To do so, use a sample file to feed data into your secondary system. If you would like to receive a sample file, please contact the OTCnet Deployment Team, whose contact information is listed below.

Release 2.0 Information Session:

If you are an OTCnet Point of Contact, Check Capture Operator, Lead Operator, Deposit Preparer, Confirmer or Approver, we encourage you to attend our

OTCnet Release 2.0 Information Session webinar Monday, February 4th from 1:30 pm to 2:30 pm EST. The session will prepare you for the new features and enhancements in Release 2.0.

To RSVP for this webinar, please contact your OTCnet Point of Contact or the OTCnet Deployment Team, whose information is listed below.

New Year, New Opportunities

Attend the Release 2.0 Information Session Webinar

on
February 4, 2015
at
1:30pm ET

Register Today!



OTCnet Deployment Team

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2015 User Recertification



Every year, the Federal Information Security Management Act (FISMA) requires that all users with an account on a Treasury Web Application be recertified. Your agency's PLSA and LSA will conduct this recertification by confirming agency users' accounts.

Once a PLSA or LSA recertifies a user's account via ITIM, the user will receive an email from ITIM that notifies him or her of the change. **There is no further action required after the account has been recertified.** Any account that is decertified will be deleted. Additionally, accounts that have been inactive for 90 days will also be deactivated.

Users may receive an email notification of an actual account modification. If you have any questions about an account modification, please direct these questions to your agency's PLSA or LSA.

IT Survey

To better understand your agency's over-the-counter collection needs, we are conducting the OTCnet IT Survey in February 2015.



The short survey will take approximately 10 minutes to complete and will provide valuable information to the OTCnet Team. We will use the information you provide to ensure our OTCnet System is meeting your technical requirements.

We thank you in advance for your feedback. If you have any questions, please contact the OTCnet Deployment Team.

Java Support



Although Java 8 is available for installation, please be advised that OTCnet is only compatible with Java 6 and 7. Our team is working

towards Java 8 compatibility within the next few months at which point we will send additional communication.

In the meantime, we recommend that you maintain the latest release of Java 7, 32-bit on your workstation to ensure the highest level of security and functionality while using OTCnet.

How can I check what version of Java I am on?

You can verify your current version of Java here:
<http://www.java.com/en/download/installed.jsp>.

What versions of Java are compatible with OTCnet?

We recommend that agencies maintain Java 7 Update 71, 32-bit; however, the OTCnet application is compatible with additional Java versions.

To view the Java versions OTCnet is compatible with, please access the OTCnet System Requirements document by clicking or copying and pasting the following URL into your web browser's address bar:
http://www.fms.treas.gov/otcnet/OTCnet_SysReq.pdf

How can I uninstall my version of Java 8?

To uninstall Java 8, complete the following steps:

For Windows 7 and Vista:

1. Click **Start**
2. Click **Control Panel**
3. Click **Programs**
4. Click **Programs and Features**
5. Select a **Java 8**
6. Click **Uninstall**

For Windows XP:

1. Click **Start**
2. Click **Control Panel**
3. Click **Add or Remove Programs**
4. Select **Java 8**
5. Click **Uninstall**

How do I install Java 7 Update 71, 32-bit?

To install Java 7, complete the following steps:

For Windows 7, Vista, and XP:

1. Access Java 7 by copying and pasting the following link into your web browser: http://java.com/en/download/manual_java7.jsp
2. Download **Java 7 Update 71, 32bit** by clicking the software file that corresponds to your operating system
3. Click **Run**
4. Click **Open**

Treasury OTC Support Team:

866.945.7920 or
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OTCnet Deployment Team:

703.377.5586 or
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CARS Reporting



As of October 1, 2014, many agencies have become CARS Reporters.

Want to know if your Agency Location Code (ALC) made the list?

Check out the most recent CARS Reporters listing by clicking or pasting the following address in your browser: http://www.fms.treas.gov/cars/ref_guidance.html.

If you don't see your ALC listed, please check with your 224/Classifications Transactions and Accountability (CTA) contact to see when your agency will convert to becoming a CARS Reporter.

For any additional questions, please email: gwa.crmd.users@fiscal.treasury.gov.

Batch Archiving on Hold

Batch Archiving is temporarily on hold. Additional notice and an updated Batch Archiving Schedule will be made available when archiving resumes.

The OTCnet Team recommends that you continue to clean-up outstanding batches to prepare for future archiving activities. An outstanding batch in OTCnet is a batch processed through OTCnet but not sent for settlement.

To clean-up batches, please:

1. **Review** any outstanding batches that have not been approved
2. **Void and deactivate** or **review and approve** any outstanding batches

To view detailed instructions, please visit the OTCnet webpage by clicking or copying and pasting the following link into your web browser: http://www.fms.treas.gov/otcnet/training/wbt/content/course_FMSOTC/menu_all_sims.htm

Duplicate Check Scanning

The OTCnet Team would like to remind you to avoid processing the same check items through OTCnet more than once. This includes scanning a check item through OTCnet and then depositing the same check items at a local bank.

To avoid having duplicate transactions in OTCnet, complete the following:

1. Review your agency's check scanning procedures

- Search for the check using the CIRA Record, if you believe it has already been processed. Detailed instructions can be found here: http://www.fms.treas.gov/otcnet/training/wbt/content/Isn546HTML2004/M/sims/pja_view_cira_record.pdf

2. Handle check items appropriately when scanning

- Return the check to the customer, if your agency scans items in-person
- Have safeguards that ensure scanned items are kept separate from unscanned items, if your agency collects checks when the customer is not present or through back office operations

Please note that the Treasury Financial Manual outlines that checks processed through OTCnet should be destroyed no later than 5 business days after its reception. Checks can be shredded or disposed using agency-approved methods of disposal for documents containing Personally Identifiable Information (PII).

3. Stamp checks items after processing them through OTCnet

- Hand stamp all checks after items been scanned and the transaction completely processed
- Automatically stamp check items with words such as "Electronically Presented", if your agency is using the EC6000i, EC601X, EC7000i, EC9000i, and Panini I: Deal scanners

To view scanner options that support automatic stamping of checks, please click the following link: <http://www.fms.treas.gov/otcnet/releaseinfo.html>

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BUREAU OF THE FISCAL SERVICE

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